Create a PQDR
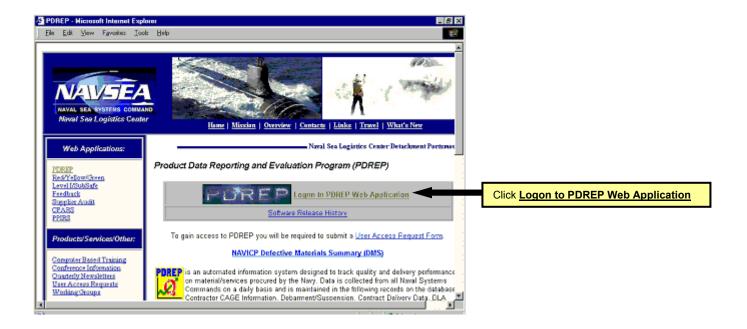
Access PDREP at **http://www.nslcptsmh.navsea.navy.mil/pdrep/pdrep.htm**.
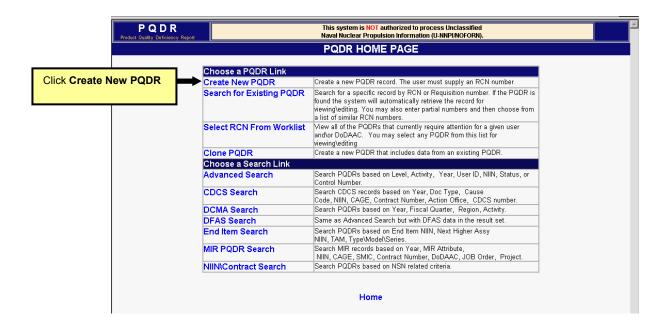

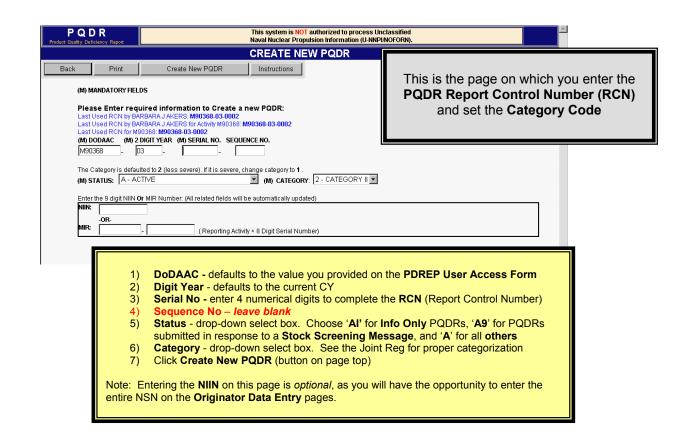Click **Logon to PDREP Web Application**

Enter your **PDREP User ID** and **Password**

Click on **Login**

Create a PQDR

Click on **PDREP**

Click on **Data Entry**

Click on **Product Quality Deficiency Reports (PQDR)**

Create a PQDR

PQDR HOME PAGE

Choose a PQDR Link

Create New PQDR	Create a new PQDR record. The user must supply an RCN number
Search for Existing PQDR	Search for a specific record by RCN or Requisition number. If the PQDR is found the system will automatically retrieve the record for viewing\editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.
Select RCN From Worklist	View all of the PQDRs that currently require attention for a given user and\or DoDAAC. You may select any PQDR from this list for viewing\editing
Clone PQDR	Create a new PQDR that includes data from an existing PQDR.
Choose a Search Link	
Advanced Search	Search PQDRs based on Level, Activity, Year, User ID, NIIN, Status, or Control Number.
CDCS Search	Search CDCS records based on Year, Doc Type, Cause Code, NIIN, CAGE, Contract Number, Action Office, CDCS number.
DCMA Search	Search PQDRs based on Year, Fiscal Quarter, Region, Activity.
DFAS Search	Same as Advanced Search but with DFAS data in the result set.
End Item Search	Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type\Model\Series.
MIR PQDR Search	Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.
NIIN\Contract Search	Search PQDRs based on NSN related criteria.

Home

Click **Create New PQDR** →

CREATE NEW PQDR

This is the page on which you enter the **PQDR Report Control Number (RCN)** and set the **Category Code**

Back | Print | Create New PQDR | Instructions

(M) MANDATORY FIELDS

Please Enter required information to Create a new PQDR:
Last Used RCN by BARBARA J AKERS: **M90368-03-0002**
Last Used RCN by BARBARA J AKERS for Activity M90368: **M90368-03-0002**
Last Used RCN for M90368: **M90368-03-0002**

(M) DODAAC   (M) 2 DIGIT YEAR   (M) SERIAL NO.   SEQUENCE NO.
M90368 - 03 - [   ] - [   ]

The Category is defaulted to **2** (less severe). If it is severe, change category to **1**.
(M) STATUS: A - ACTIVE ▼   **(M) CATEGORY:** 2 - CATEGORY II ▼

Enter the 9 digit NIIN **Or** MIR Number: (All related fields will be automatically updated)
NIIN: [   ]
-OR-
MIR: [   ] - [   ]   (Reporting Activity + 8 Digit Serial Number)

1) **DoDAAC -** defaults to the value you provided on the **PDREP User Access Form**
2) **Digit Year** - defaults to the current CY
3) **Serial No -** enter 4 numerical digits to complete the **RCN** (Report Control Number)
4) **Sequence No** – *leave blank*
5) **Status** - drop-down select box. Choose '**AI**' for **Info Only** PQDRs, '**A9**' for PQDRs submitted in response to a **Stock Screening Message**, and '**A**' for all **others**
6) **Category** - drop-down select box. See the Joint Reg for proper categorization
7) Click **Create New PQDR** (button on page top)

Note: Entering the **NIIN** on this page is *optional*, as you will have the opportunity to enter the entire NSN on the **Originator Data Entry** pages.

Using PDREP

Create a PQDR

Using PDREP

Create a PQDR

Forward to Screening Point:

1) Select DoDAAC **M90368** and **QDR Section Albany** e-mail address from drop-down select boxes

2) Optional - add 'Copy to' e-mail addressees
*You must click **Add cc: to List** after entering each address*

3) Optional - enter a message for the Screening Point

4) Distribution Lists may be created in your **User Profile**; access to **User Profile** is via the **Originator Data Entry** page

5) Click **Forward PQDR** button

User Profile – you can build **Distribution Lists** and a **Points of Contact** address book here.

Verify your personal data under the **User Account** tab.